



LOUISIANA HOUSING FINANCE AGENCY

**Request for Applications (RFA)
for the**

SOUTHWEST LOUISIANA NON-PROFIT REBUILDING PILOT PROGRAM

Serving Calcasieu and Cameron Parishes

Released:

Thursday, March 18, 2010

Due Date:

**Thursday, April 1, 2010
4:00 pm**

I. Background

The Louisiana Housing Finance Agency (LHFA), the Louisiana Recovery Authority (LRA), and the Louisiana Office of Community Development - Disaster Recovery Unit (OCD-DRU) have developed the **Southwest Louisiana Non-Profit Rebuilding Pilot Program (Southwest NRPP)** using the State's Disaster Community Development Block Grant (CDBG) funding to repair and rehabilitate owner-occupied homes for families and individuals located in Cameron and Calcasieu Parishes that were impacted by Hurricanes Katrina and/or Rita.

The funds, made available by the LRA and the OCD-DRU¹, have been designated to assist low and moderate income owner-occupant households that continue to have a gap in financial assistance as a result of resource limitations, contractor fraud, or other reasons. The funds for this initiative must benefit Louisiana residents impacted by Hurricanes Katrina and/or Rita who are under the 80% Average Median Income (AMI). The program is also designed to support the innovative work of the nonprofit communities that have developed unique programs to leverage resources and return families and individuals to their homes.

LHFA seeks experienced and qualified organizations to partner with to carry out an owner-occupied housing rehabilitation program in Cameron and Calcasieu Parishes. Experienced partner agencies will be required to carry out phases of owner-occupied housing rehabilitation including applicant intake, scope of work, and construction to rehabilitate the homes. Additionally, each experienced partner will be required to maximize the use of CDBG funding by bringing other funding sources to the project(s), utilizing volunteer labor, and/or providing donated materials.

Organizations that receive funding through this program will also be expected to coordinate with organizations that will implement the Disaster Case Management Program (DCMP). The DCMP addresses the long-term recovery and permanent housing needs faced by individuals impacted by Hurricanes Katrina and/or Rita, and is administered by the Louisiana Recovery Authority. Non-profit partners participating in this program are required to obtain at least fifty percent (50%) of their clients from the DCMP. This percentage will be determined based on the proposed number of homes to be rehabilitated.

II. Submission of Applications and Important Dates

This is the official RFA for the Southwest Louisiana Non-Profit Rebuilding Pilot Program. All applicants will be required to submit applications in accordance with this official RFA. Any prior drafts of RFAs should be disregarded. Any applications submitted based upon a prior draft of an RFA will be deemed unresponsive.

¹ Please see Action Plan Amendment 33 – <http://www.doa.louisiana.gov/cdbg/dr/plans/Amend33-POST-PublicComment-NonprofitRebuildingPilot-09-06-17.pdf>

Please submit **one (1) original** and **five (5) copies** of your application, including the required **cover sheet** and attachments. Applications, in their entirety, must be received by the Agency no later than **4:00 p.m. on Thursday, April 1, 2010**. Each application and accompanying documentation shall be submitted in a sealed envelope. The outside of the envelope shall be addressed as follows:

**Louisiana Housing Finance Agency
Attn: Southwest Louisiana Non-Profit Rebuilding Pilot Program
Application Enclosed
2415 Quail Drive
Baton Rouge, Louisiana 70808**

Applications may not be delivered by facsimile transmission or other telecommunication or electronic means. Applicants assume the risk of the method of delivery chosen, including delivery via private courier services or via the United States Postal Service. Applications arriving after the **4:00 p.m.** deadline *will not* be accepted for any reason, regardless of the method of delivery.

It is mandatory that Applicants submit a signed Statement of Assurances (see Attachment A) along with the application, executed by a duly authorized representative of the organization submitting the application.

This Request for Applications does not commit the Agency to award any contract or to pay any costs incurred in the preparation or delivery of applications. Furthermore, the Agency reserves the right to accept or reject, in whole or in part, any and all applications submitted, and/or to cancel this Request for Applications.

The Agency reserves the right to conduct interviews of any and/or all applicants with regards to submitted applications. The Agency also reserves the right to ask for additional information from any applicant and/or all applicants as may be necessary or appropriate for purposes of clarification.

Notice of this RFA will be distributed to individuals and organizations that the Agency believes may be interested in submitting an application. Notice of this RFA is also being posted to the LHFA website at www.lhfa.state.us. It is the express policy of the Agency that prospective respondents to this RFA refrain from initiating any direct or indirect contact or communication with Agency staff or members of the Agency's Board of Commissioners with regard to selection of applicants. Any violation of this policy will be considered as a basis for disqualification from consideration. The LHFA will produce public records in accordance with LA R. S. Title 44.

A **Pre-Application Orientation Conference** to answer applicants' questions related to this RFA will be held at **2:00 p.m. on Thursday, March 25, 2010** at the Louisiana Housing Finance Agency, 2415 Quail Drive, Baton Rouge, Louisiana 70808.

III. Program Guidelines

A. Eligible Applicants

Non-profit housing organizations, duly incorporated and authorized to do business in Louisiana with 501(c)(3) tax-exempt status from the Internal Revenue Service, with experience in new construction, reconstruction, housing rehabilitation, renovation, and/or community development.

B. Funds Available

Approximately **one million, two hundred twenty-three thousand, five hundred fifty-five dollars and fourteen cents (\$1,223,555.14)** in CDBG funds are available for this initiative.

Applicants are encouraged to coordinate with other organizations in order to minimize the duplication of services.

C. Use of Funds

Funds are eligible for the following uses:

1. *Project Delivery Costs* – This eligible use includes the delivery of services, including but not limited to, the processing of client applications and property inspections approved by LHFA on a case-by-case basis.
2. *Project Construction and Materials* – This eligible use includes the cost of a contractor or contractors to provide rehabilitation services, in whole or in part, to complete an eligible owner-occupied housing rehabilitation project, and the housing rehab materials and supplies necessary to complete a project.

D. CDBG Investment - Minimum and Maximum Per Unit

The minimum CDBG investment for eligible expenditures in an individual unit is five thousand dollars (\$5,000.00). While there is no maximum investment amount, costs must be reasonable.

Applicants are encouraged to provide additional funds through alternative funding sources, including private, federal, state, local sources, which may be invested in each unit. Examples include State Housing Trust Funds, Federal Home Loan Bank Affordable Housing Program funds, Rural Development Housing Preservation Grant funds, etc.

E. Minimum Rehabilitation Standards

At a minimum, each housing unit rehabilitated with the CDBG funds provided through this program must be brought up to state and local building codes. In the absence of local building codes, each unit must meet State of Louisiana Building Code.

F. Eligible Properties

1. Owner-occupied property in Cameron or Calcasieu parish, with clear title, that served as the owners' primary residence at the time of Hurricanes Katrina and/or Rita in August and September 2005.
2. Single family detached homes, town homes, and double unit properties.

G. Homeowner Application Process

1. An application must be completed for each applicant to determine program eligibility, including income verification, family size, and establishing proof of ownership. Homeowners must own the property, possess clear title, and utilize the property as their primary residence.
2. The application process must be made public with established dates, locations, and time.

H. Home Owner Qualification

1. Homeowner must own a home in either Cameron or Calcasieu parish that was damaged or destroyed by Hurricanes Katrina and/or Rita.
2. Homeowners must have clear title to the property, and utilize the property as the primary residence. Policies and procedures to determine property ownership and occupancy (currently and at the time of the storm) must be clear and concise within the program guidelines.
3. Gross household income must be at or below 80% of Area Median Income, adjusted for family size, and as determined annually by the U.S. Department of Housing and Urban Development (HUD).
4. Real property taxes and utilities must be current.
5. Homeowner must provide evidence of homeowner's insurance and flood insurance, when required.
6. Recipients of the Road Home Homeowner Assistance Program must be identified

and act accordingly within the covenants of the program.

I. Project Completion Date

All funds must be committed within six (6) months and all projects must be completed within twelve (12) months of the program start date.

J. Volunteer Labor

Volunteer labor is allowed on housing rehabilitation under the following conditions:

1. Volunteers must be under the direct supervision of a Project Manager, and/or a contractor licensed by the State of Louisiana.
2. The grant recipient will be liable for volunteers and provide proof of liability insurance, workmen's compensation, and a one year warranty on all work performed by the volunteers. Documentation regarding these requirements must be provided to the Agency prior to any work beginning.
3. Time and attendance records must be kept on all volunteer work.
4. Volunteers must not be compensated for work performed.
5. The grant recipient will be required to provide the names of all volunteers, the type of work each will perform, and the number of hours each will contribute to the project.

K. Other Requirements

1. The grant recipient will be responsible for adhering to any applicable state laws regarding housing rehabilitation, construction and reconstruction that require licenses from the State of Louisiana Licensing Board for Contractors. Any housing rehabilitation requiring electrical, plumbing and HVAC must be completed by a state licensed contractor.
2. All grant recipients are required to comply with applicable federal regulations, policies, guidelines, and/or requirements related to the application, acceptance, and use of federal funds, including but not limited to environmental standards, lead-based paint, asbestos, and elevation.
3. All grant recipients shall require that the following insurance be carried and maintained by all construction Contractors on NRPP-assisted project activities. All such insurance shall be issued by a company that is licensed to do business in the State in which the work is being performed:

- a) Commercial General Liability coverage with limits of not less than \$1,000,000 for any one occurrence, and if a general aggregate limit is used, said coverage shall not be less than twice the Occurrence limit. Coverage is to include: Premises-Operations; Personal Injury; Products/Completed Operations; and Contractual Liability.
- b) Builder's Risk Insurance coverage with limits not less than \$600,000.00.
- c) Workers' Compensation and Employer's Liability insurance in the amount of no less than \$1,000,000 covering all employees engaged in services hereunder in compliance with the laws of the State of Louisiana.

The Agency and grant recipient/contractor, if a sub-contractor is contracted, shall be named as additional insureds on all liability policies. The grant recipient shall not, and will ensure that sub-contractors shall not allow the commencement of work until evidence of insurance has been provided to Agency and determined to be satisfactory.

Insurance Certificate(s) shall be provided and said Certificate(s) shall specify date(s) when such insurance expires and shall provide further that not less than ten (10) days prior written notice of non-renewal, cancellation or any material change in such insurance shall be provided to Grantor, and shall so state. Such insurance coverage shall be written by good and solvent companies authorized by law to carry on business in the State of Louisiana, but in no event shall such insurance companies have a rating of less than "A-" in the current annual edition of Best's Insurance Report.

IV. Scoring of Applications and Documentation Requirements

A. Funding Request and Program Description

(25 Points)

The Applicant must be able to describe precisely how funds will be utilized and in what amounts.

As a part of the Program Description, the Applicant must specify a target area of Cameron and/or Calcasieu parishes in which it will provide owner-occupied rehabilitation services. Target area(s) may be as small as several blocks or as large as a parish.

If targeting a particular income group, the Applicant must indicate what percentage of area median income is being targeted (e.g., at or below 50% AMI or, at or below 80% AMI, etc.). The Applicant must also indicate how it will address the needs of the target clientele remaining in temporary housing programs.

B. Organizational Capacity and Experience**(15 Points)**

The organization must possess a level of experience necessary to undertake the program as proposed. Preference will be given to organizations that have successfully operated single-family new construction, reconstruction, and/or an owner-occupied housing rehab programs. In particular, organizations that have significant experience in residential reconstruction and or new construction development activities will be given preference. Current staff should also have adequate experience in either construction management or in working with a construction management company and/or general contractor.

The Applicant must also indicate how many units it proposes to serve in the twelve (12) months following the awarding of the grant by LHFA. Priority will be given to those organizations which have demonstrated capacity to complete the most projects. Preference will be given to organizations based out of the region surrounding or located in Cameron and/or Calcasieu parishes with the capacity to serve their regional area.

The Applicant must show that all policies, procedures, staff, funding, match, and leveraging is in place, and that potential home owners and/or pre-qualified home owners have been identified. Priority will be given to Applicants who have pre-qualified a greater number of units than can be rehabilitated with the amount of funding that has been requested.

The Applicant must provide examples of how it currently and continues to coordinate services with other recovery agencies, social service networks, and long term recovery committees.

C. Homeowner Selection Policies and Procedures**(15 Points)**

The Applicant must have established policies and procedures in place for identifying and selecting eligible property owners. The Applicant must submit an affirmative marketing plan that outlines how hard-to-reach households will be notified of program availability and requirements.

D. Reconstruction/Rehabilitation Process**(15 Points)**

The Applicant must be able to demonstrate it has prior experience in reconstruction and rehabilitation, and describe the organizations process and/or activities necessary to rebuild a homeowner's property.

The Applicant must provide a minimum of four (4) exterior photographs and four (4) interior photographs of prior reconstruction work that has been done, as described in Part II(2) of the Application.

The Applicant must also be able to provide a schedule for reconstruction and

rehabilitation projections with anticipated starting and ending dates, including a Room Finish and Materials Finish Schedule.

E. Leveraging Requirement

(20 Points)

The organization must leverage LHFA funding with volunteer labor (skilled and unskilled), donated construction materials, cash contributions, in-kind contributions, and other funding received or applied for and designated for use in owner-occupied housing rehab and reconstruction. Please submit letters of commitment from all funding sources. Sources of leverage may be from federal resources. Higher levels of leveraging in areas of greater need may be eligible for additional funding.

F. Ready To Proceed

(10 Points)

An Applicant will be deemed as “ready to proceed” if:

- The Applicant has an existing waiting list and is able to incorporate residents who are presently living in FEMA temporary housing. (List must be submitted as an attachment along with the proposal).
- The number of households deemed to be income-eligible, based on verified information, is equal to or exceeds the number of units proposed.
- The number of households deemed qualified to participate in the program is equal to or exceeds the number of units proposed.

V. General Information

A. Grant Agreements

Applicants who are awarded funding under this RFA will receive a conditional commitment letter indicating the amount of funding awarded, prior to the release of any funds. A written grant agreement will be entered into between LHFA and the grant recipient. Grant recipients are expected to return both the commitment letter and signed grant agreement to the Agency within two (2) weeks. LHFA may also seek HUD approval for a release of funds for environmental clearance.

B. Applicable Laws, Rules, and Regulations

1. This RFA is subject to all applicable federal, state, and municipal laws, rules, and HUD regulations. LHFA reserves the right to modify or withdraw this RFA at any time and will not reimburse any applicant for costs incurred in the preparation or submission of applications.

2. The Applicant agrees to abide by the requirements of the following as applicable: Title VI and VII of the Civil Rights Act of 1964, as amended by the Equal Opportunity Act of 1972, Federal Executive Order 11246, the Federal Rehabilitation Act of 1973, as amended, the Vietnam Era Veteran's Readjustment Assistance Act of 1974, Title IX of the Education Amendments of 1972, the Age Act of 1975, and Applicant agrees to abide by the requirements of the Americans with Disabilities Act of 1990.
3. The Applicant agrees not to discriminate in its employment practices, and will render services without regard to race, color, religion, sex, national origin, veteran status, political affiliation, or disabilities.
4. Any act of discrimination committed by Applicant, or failure to comply with these statutory obligations when applicable shall be grounds for termination.
5. LHFA and LRA/OCD-DRU also reserve the right to reject any or all applications, and to waive any informalities or irregularities in applications received.
6. The Applicant shall respond to all requirements in accordance with the terms and conditions, description, information, instructions, and all sections and schedules, and shall also:
 - a. Agree to the terms and conditions of this RFA;
 - b. Comply with the requirements of and submit information and documentation (including executed forms), as required by this RFA;
 - c. Properly execute the Application;
 - d. Be knowledgeable of, and comply with, applicable local, state, and federal laws, regulations, codes, permits and ordinances;
 - e. Comply and document compliance with the insurance requirements of each applicable Parish, if applicable; and
 - f. Meet and comply with all other requirements specified in this RFA.

VI. Contact Information

Technical assistance regarding applications is available by request. If you need assistance, please contact:

Charlette Minor
Program Administrator
(225) 763-8700
E-mail: cmminor@lhfa.state.la.us

Robert McNeese
Program Manager
(225) 763-8700
E-mail: rmcneese@lhfa.state.la.us

Janel Young
OCD-Project Manager
(225) 219-8732
E-mail: Janel.Young@la.gov

Lisa Williams
Housing Finance Specialist
(225) 763-8700
E-mail: lwilliams@lhfa.state.la.us



SOUTHWEST LOUISIANA NON-PROFIT REBUILDING PILOT PROGRAM

Application Cover Sheet

This Cover Sheet must be completed and submitted along with the application.

Applicant's (Organization) Name: _____

Project Name: _____

Project(s) Location: _____
(include parishes and cities)

Applicant's Contact Information:

Address (Street, City, Zip): _____

Phone, Fax, and e-mail address: _____

Contact Person's Name and Title: _____

Federal Tax ID #: _____

Initiative Funding Request from LHFA:

\$ _____

Total Amount of Funds Committed By Other Sources: \$ _____

TOTAL COST OF INITIATIVE:

\$ _____

The enclosed application(s) and information provided on this Application Cover Sheet are true and correct to the best of my knowledge.

Signature _____

Printed Name _____

Title _____

Date _____



SOUTHWEST LOUISIANA NON-PROFIT REBUILDING PILOT PROGRAM

Application

PART I - FUNDING REQUEST AND PROJECT DESCRIPTION

1. Indicate the amount of funding being requested.

Sub-Total Project Administrative Cost _____

(Must not exceed 5% of total budget)

Sub-Total Project Delivery Cost _____

Sub-Total Project Construction and Material Cost _____

BUDGET GRAND TOTAL _____

2. Provide a brief description of how funds will be utilized for each of the categories indicated above (project administrative costs; project delivery costs; project construction and material costs, i.e., for cost of materials, construction services, etc.).
3. Provide a brief description of the target area your organization intends to serve in Cameron and/or Calcasieu Parishes. Include maps that clearly outline the target area.
4. Indicate on the map where pre-qualified and/or potential homeowner projects are located, or indicate selection criteria if units have not yet been chosen.
5. Indicate if there is a target income population and the level of income of the targeted population.

PART II - ORGANIZATIONAL CAPACITY AND EXPERIENCE

1. Provide a narrative that clearly and concisely describes relevant past organizational experience. Include any relevant experience with federal funding.
2. In no more than three (3) pages, provide a narrative description of at least three (3) projects of similar size and scope to the Southwest Louisiana Non-Profit Rebuilding Pilot Program completed within the past three (3) years. Include the names and contact information of the key stakeholders in the projects (developers, lending institutions, and

regulatory entities, such as municipalities where the construction occurred). Also indicate if your organization was the developer or construction manager in the projects.

3. Provide a minimum of three (3) letters of recommendation from stakeholders with contact names and information, for similar projects, including, but not limited to, developers, lending institutions, regulatory personnel, and clients.
4. Provide a resume(s) for key staff that clearly shows relevant experience. Key staff includes, but is not limited to, executive directors, construction managers, work specification writers, and rehab inspectors.
5. Provide documentation that clearly exhibits the Applicant's capacity to complete the number of units proposed, funding, staff, general contractor, and sub-contractor in place, adequate experience to handle multiple projects, etc.

PART III - HOMEOWNER SELECTION POLICIES AND PROCEDURES

1. Provide a copy of the policies and procedures the Applicant will use to identify and select eligible projects. Policies must include:
 - Must be less than 80% median income (family size and income guideline schedule)
 - Must be owner-occupant of property with minimum of one (1) year residency
 - Must have been owner of home at time of Hurricane Katrina and/or Rita
 - All persons on property title are required to sign mortgage (i.e. L/C holder, others on deed)
 - Property taxes and utilities must be current
 - Homeowner's insurance required
 - Housing inspection required
 - Completed rehab must meet minimum local and/or State building codes
 - Homeowner is not permitted to do the work
2. Provide copies of all application materials used to determine qualification – application, income verification forms, etc.
3. Provide a copy of the organization's Affirmative Marketing Plan, detailing how you will reach and provide information regarding application process to your target market.

PART IV - RECONSTRUCTION/REHABILITATION PROCESS

1. **Narrative of Reconstruction Process.** Provide a narrative that clearly and concisely describes the organization's reconstruction (construction) process and/or activities necessary to rebuild the homeowner's property. Indicate how many homes will require rehabilitation work only, and how many units will require construction from

the slab and/or elevation.

2. **Photos.** Provide at a minimum of four (4) exterior photos and four (4) interior photos to support the reconstruction work of each property as described in Part II(2) of the Application.
3. **Construction Time Schedule.** Attach a timetable for reconstruction and rehabilitation projects with anticipated starting and ending dates (see below). Please include both a Room Finish and a Materials Finish Schedule.

Rehabilitation Unit

____ No of Rehab Units	START DATE	TARGET DATE FOR COMPLETION
1.		
2.		
3.		
4.		
5.		
6.		
7.		
8.		
9.		
10.		
(Insert more rows if required)		

Reconstruction Unit

____ No of Reconstruction (Construction) Units	START DATE	TARGET DATE FOR COMPLETION
1.		
2.		
3.		
4.		
5.		
6.		
7.		
8.		
9.		
10.		
(Insert more rows if required)		

PART IV - RECONSTRUCTION/REHABILITATION PROCESS (continued)

- 4. Contractor Procurement.** If the prospective applicant has followed the federal procurement requirements, as defined in the Code of Federal Regulations 24 Subpart 85.36, in anticipation of submitting an application for the Southwest Louisiana Non-Profit Rebuilding Pilot Program, the Applicant must submit documentation on the contractors procured, and also include a list of subcontractors, if applicable. The Applicant should provide a narrative on the contractor's background to include, at a minimum, ownership information, history, area of specialty, license number, and the details of the contract agreement.

GENERAL CONTRACTOR(S) TO WORK ON RECONSTRUCTION OF HOMES	LICENSED BY THE LOUSIANA STATE BOARD OF CONTRACTORS	LICENSE NUMBER
NAME	YES or NO	
(Insert more rows if necessary)		

SUB-CONTRACTORS TO WORK ON RECONSTRUCTION OF HOMES (INCLUDE ELECTRICIANS AND PLUMBERS)	LICENSED BY THE LOUSIANA STATE BOARD OF CONTRACTORS	LICENSE NUMBER
NAME	YES or NO	
(Insert more rows if necessary)		

PART V - LEVERAGING

Provide a list of all sources of leverage, to include:

- Volunteer labor commitments (skilled and unskilled);
- Materials that have been donated or letters of commitment for donated materials;
- Documentation of cash contributions;
- Other funding commitments designated for owner-occupied rehab such as Federal Home Loan Bank Affordable Housing Program, Rural Development Housing Preservation Grants, etc.; and
- Documentation of in-kind commitments received or letters of commitment for in-kind services.



**LOUISIANA HOUSING FINANCE AGENCY
SOUTHWEST LOUISIANA NON-PROFIT REBUILDING PILOT PROGRAM**

Name of Proposed Activity:	
Name of Organization	

BUDGET

CATEGORY	FUNDS REQUESTED	MATCH/AND OTHER FUNDS	SOURCE OF MATCH
(a) Administrative	\$	\$	
(b) Project Delivery			
(c) Reconstruction			
General Contractor			
Subcontractors			
TOTAL BUDGET [Sum of (a), (b), and (c)]			
TOTAL NUMBER OF UNITS _____			
Explanations			

**SOUTHWEST LOUISIANA NON-PROFIT REBUILDING PILOT PROGRAM
STATEMENT OF ASSURANCES**

This Applicant/Grantee/Sub-Recipient hereby assures and certifies that:

1. It possesses the legal authority to apply for a Community Development Block Grant ("CDBG") and to execute the proposed CDBG program.
2. Its governing body has duly adopted, or passed as an official act, a resolution, motion, or similar action authorizing the filing of the application and directing and authorizing the person identified as the official representative of the Applicant/Grantee/Sub-Recipient to act in connection with the application, sign all understandings and assurances contained therein, and to provide such additional information as may be required.
3. It has facilitated citizen participation by providing adequate notices containing the information specified in the program instructions and by providing citizens an opportunity to review and submit comments on the proposed application.
4. Its chief executive officer, or other officer or representative of Applicant/Grantee/Sub-Recipient:
 - a. Consents to assume the status of a responsible federal official under the National Environmental Policy Act of 1969 (42 U.S.C.A. §4331, et seq.) insofar as the provisions of such Act apply to the proposed CDBG Program; and
 - b. Is authorized and consents, on behalf of the Applicant/Grantee/Sub-Recipient and himself, to submit to the jurisdiction of the federal courts for the purpose of enforcement of Applicant/Grantee/Sub-Recipient's responsibilities and his or her responsibilities as an official.
5. It will develop the CDBG program and use CDBG funds so as to give maximum feasible priority to activities that will benefit low and moderate income families, aid in the prevention or elimination of slums or blight, or meet other community development needs having a particular urgency.
6. It will comply with the following applicable federal grant management regulations, policies, guidelines, and/or requirements as they relate to the application, acceptance, and use of federal funds: OMB Circular A-87 (Cost Principles for State, Local and Indian Tribal Governments) as amended and made part of State regulations; A-102 (Grants and Cooperative Agreements with State and Local Governments), as amended and made part of State regulations; OMB Circular A-133 (Audits of States, Local Governments, and Non-Profit Organizations), revised; OMB Circular A-21 (Cost Principles for Educational Institutions); A-122 (Cost Principles for Non-Profit Organizations); 24 CFR Part 85 (Administrative Requirements for Grants and

Cooperative Agreements to State, Local and Federally Recognized Indian Tribal Governments) and 24 CFR Part 84 (Uniform Administrative Requirements For Grants and Agreements with Institutions of Higher Education, Hospitals, and Other Non-Profit Organizations).

7. It will administer and enforce the labor standards requirements set forth in 24 CFR §570.603 and any other regulations issued to implement such requirements.
8. It will comply with the provisions of Executive Order 11988, as amended by Executive Order 12148, relating to evaluation of flood hazards, and Executive Order 12088, as amended by Executive Order 12580, relating to the prevention, control and abatement of water pollution.
9. It will require every building or facility (other than a privately-owned residential structure) designed, constructed, or altered with funds provided to Applicant/Grantee/Sub-Recipient to comply with the "American Standard Specifications for Making Buildings and Facilities Accessible to, and Usable by, the Physically Handicapped," Number A-117.1-R 1971 and any other accessibility requirements, as required by Title III of the Americans with Disabilities Act of 1990 (42 U.S.C.A. § 12101 et seq.). The Applicant/Grantee/Sub-Recipient will be responsible for conducting inspections to ensure compliance with these specifications by the contractor.
10. It will comply with:
 - a. Title VI of the Civil Rights Acts of 1964, 42 U.S.C. §2000d et seq., as amended, and the regulations issued pursuant thereto (24 CFR Part 1), which provide that no person in the United States shall on the grounds of race, color, or national origin, be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination under any program or activity for which the Applicant/Grantee/Sub-Recipient receives federal financial assistance and will immediately take any measures necessary to effectuate this assurance. If any real property or structure thereon is provided or improved with the aid of federal financial assistance extended to the Applicant/Grantee/Sub-Recipient, this assurance shall obligate the Applicant/Grantee/Sub-Recipient, or in the case of any transfer of such property, any transferee, for the period during which the property or structure is used for another purpose involving the provision of similar services or benefits.
 - b. Section 104 (b) (2) of Title VII of the Civil Rights Act of 1968 (42 U.S.C.A. §3601, et seq.), as amended, which requires administering all programs and activities relating to housing and community development in a manner to affirmatively further fair housing. Title VII further prohibits discrimination against any person in the sale or rental of housing, or the provision of brokerage services, including in any way making unavailable or denying a dwelling to any person, because of race, color, religion, sex, national origin, handicap or familial status.

- c. Section 109 of Title I of the Housing and Community Development Act of 1974 (42 U.S.C. §5309), and the regulations issued pursuant thereto (24 CFR Part §570.602), which provides that no person in the United States shall, on the grounds of race, color, national origin, or sex, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under, any program or activity funded in whole or in part with funds provided under that Part. Section 109 further prohibits discrimination to an otherwise qualified individual with a handicap, as provided under Section 504 of the Rehabilitation Act of 1973, as amended, and prohibits discrimination based on age as provided under the Age Discrimination Act of 1975. The policies and procedures necessary to ensure enforcement of section 109 are codified in 24 CFR part 6.
 - d. Executive Order 11063, as amended by Executive Order 12259, and the regulations issued pursuant thereto, which pertains to equal opportunity in housing and non-discrimination in the sale or rental of housing built with federal assistance.
 - e. Executive Order 11246, as amended by Executive Orders 11375 and 12086, and the regulations issued pursuant thereto, which provide that no person shall be discriminated against on the basis of race, color, religion, sex or national origin in all phases of employment during the performance of federal or federally assisted construction contracts. Further, contractors and subcontractors on federal and federally assisted construction contracts shall take affirmative action to insure fair treatment in employment, upgrading, demotion, or transfer, recruitment or recruitment advertising, layoff or termination, rates of pay or other forms of compensation, and selection for training and apprenticeship.
 - f. Section 504 of the Rehabilitation Act of 1973, as amended, which provides that no otherwise qualified individual shall, solely, by reason of his or her handicap be excluded from participation, denied program benefits or subjected to discrimination on the basis of age under any program or activity receiving federal funding assistance.
11. It will comply with Section 3 of the Housing and Urban Development Act of 1968 (12 U.S.C. §1701u, Section 3) (24 CFR Part 135), as amended, requiring that to the greatest extent feasible, opportunities for training and employment be given to lower-income residents of the project area and contracts for work in connection with the project be awarded to eligible Section 3 business concerns.
12. It will minimize displacement of persons as a result of activities assisted with CDBG funds. In addition, it will:
- a. Comply with Title II (Uniform Relocation Assistance) and Sections 301-304 of Title III Uniform Real Property Acquisition Policy) of the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970 (42 U.S.C. Chapter

61), and HUD implementing instructions at 24 CFR Part 42 and 24 CFR §570.606; and

- b. Inform affected persons of their rights and of the acquisition policies and procedures set forth in the regulations at 24 CFR Part 42; and
 - c. Provide relocation payments and offer relocation assistance as described in Section 205 of the Uniform Relocation Assistance Act to all persons displaced as a result of acquisition of real property for an activity assisted under the CDBG Program. Such payments and assistance shall be provided in a fair, consistent and equitable manner that ensures that the relocation process does not result in different or separate treatment of such persons on account of race, color, religion, national origin, sex or source of income; and
 - d. Assure that, within a reasonable period of time prior to displacement, comparable decent, safe and sanitary replacement dwellings will be available to all displaced families and individuals and that the range of choices available to such persons will not vary on account of their race, color, religion, national origin, sex, or source of income; and
 - e. Assure that if displacement is precipitated by CDBG funded activities that require the acquisition (either in whole or in part) of real property, all appropriate benefits required by the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970 (42 U.S.C. 4601 et seq., Pub. L. 91-646) and amendments thereto shall be provided to the displaced person(s). Persons displaced by rehabilitation of "Non-Uniform Act" acquisition financed (in whole or in part) with CDBG funds shall be provided relocation assistance in accordance with one of the following: (1) the acquisition and relocation requirements of the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970, as required under 24 CFR Section 570.606 (a) and HUD implementing regulations at 24 CFR Part 42; (2) the requirements in 24 CFR Section 570.606 (b) governing the Residential Anti-displacement and Relocation Assistance Plan under Section 104 (d) of the Housing and Community Development Act of 1974; (3) the relocation requirements of Section 104 (k) of the Act; (4) the relocation requirements of 24 CFR Section 570.606 (d) governing optional relocation assistance under Section 105 (a) (11) of the Act; and (5) the provisions of 24 CFR Part 511.10 (h) (2) (Plaquemine Parish) rental Rehabilitation Program.
13. It will establish safeguards to prohibit employees from using positions for a purpose that is or gives the appearance of being motivated by a desire for private gain for themselves or others, particularly those with whom they have family, business, or other ties, in accordance with CDBG regulations.
14. It will comply with the provisions of the Hatch Act that limit the political activity of employees and the HUD regulations governing political activity at 24 CFR §570.207.

15. It will give the State and HUD, and any of their representatives or agents, access to and the right to examine all records, books, papers, or documents related to the grant.
16. It will ensure that the facilities under Applicant/Grantee/Sub-recipient's ownership, lease or supervision utilized in the accomplishment of the CDBG Program are not listed on the Environmental Protection Agency's (EPA) list of violating facilities and that it will notify HUD of the receipt of any communication from the EPA Office of Federal Activities indicating that a facility to be used in the CDBG Program is being considered for listing by the EPA as a violating facility.
17. With regard to environmental impact, it will comply with the National Environmental Policy Act of 1969 (42 U.S.C. §4321-4347), and Section 104(f) of the Housing and Community Development Act of 1974 (42 U.S.C. §5304(d)).
18. It will comply with Section 106 of the National Historic Preservation Act of 1966 (16 U.S.C. 470 et seq.), as amended, Executive Order 11593, and the Preservation of Archaeological and Historical Data Act of 1966 (16 U.S.C. §469a-1 et. seq.), as amended, by:
 - a. Consulting with the State Historic Preservation Office to identify properties listed in or eligible for inclusion in the National Register of Historic Places that are subject to adverse effects (see 36 CFR Part 800) by the proposed activity; and
 - b. Complying with all requirements established by the State to avoid or mitigate adverse effects upon such properties.
19. It will comply with the provisions in 24 CFR §570.200(c) regarding special assessments to recover capital costs.
20. It will adopt and enforce a policy prohibiting the use of excessive force by law enforcement agencies within its jurisdiction against any individual engaged in non-violent Civil Rights demonstrations and will enforce applicable state and local laws against physically barring entrance to or exit from a facility or location which is the subject of such nonviolent civil rights demonstrations within its jurisdiction.
21. It certifies that no federally appropriated funds will be used for any lobbying purposes regardless of the level of government.
22. It will abide by and enforce the conflict of interest requirement set forth in 24 CFR §570.611, 24 CFR §85.36 and 24 CFR §84.42.
23. It will comply with HUD rules prohibiting the use of CDBG funds for inherently religious activities, as set forth in 24 CFR §570.200(j).
24. Activities involving new building construction, alterations, or rehabilitation will comply with the Louisiana State Building Code.
25. In relation to labor standards, it will comply with:
 - a. Section 110 of the Housing and Community Development Act of 1974, as

amended and as set forth in 24 CFR §570.603.

- b. Davis-Bacon Act, as amended (40 U.S.C. §3141 et seq.).
 - c. Contract Work Hours and Safety Standards Act (40 U.S.C. §327 et seq.).
 - d. Federal Fair Labor Standards Act (29 U.S.C. §201 et seq.)
26. It will comply with the flood insurance purchase requirement of Section 102(a) of the Flood Disaster Protection Act of 1973, 42 U.S.C. §4001 et seq., which requires the purchase of flood insurance in communities where such insurance is available as a condition for the receipt of any federal financial assistance for construction or acquisition purposes for use in any area that has been identified by the Secretary of the Department of HUD as an area having special flood hazards. The phrase “federal financial assistance” includes any form of loan, grant, guaranty, insurance payment, rebate, subsidy, disaster assistance loan or grant, or any other form of direct or indirect federal funding.
27. It will comply with Sections 1012 and 1013 of Title X of the Housing and Community Development Act of 1992 (Public Law 102–550, as amended). The regulation appears within Title 24 of the Code of Federal Regulations as part 35 (codified in 24 CFR 35). The purpose of this regulation is to protect young children from lead-based paint hazards in housing that is financially assisted by the Federal government or sold by the government. This regulation applies only to structures built prior to 1978.
28. It will comply with the Solid Waste Disposal Act, as amended by the Resource Conservation and Recovery Act of 1976 (42 U.S.C. §6901, et seq.).
29. It will comply with the Clean Air Act (42 U.S.C. §7401, et seq.), which prohibits engaging in, supporting in any way, or providing financial assistance for, licensing or permitting, or approving any activity which does not conform to the State implementation plan for national primary and secondary ambient air quality standards.
30. In relation to water quality, it will comply with:
- a. The Safe Drinking Water Act of 1974 (42 U.S.C. §§ 201, 300(f) et seq. and U.S.C. §349), as amended, particularly Section 1424(e) (42 U.S.C. §§ 300h-303(e)), which is intended to protect underground sources of water. No commitment for federal financial assistance can be entered into for any project which the U.S. Environmental Protection Agency determines may contaminate an aquifer which is the sole or principal draining water source for an area; and
 - b. The Federal Water Pollution Control Act of 1972, as amended, including the Clear Water Act of 1977, Public Law 92-212 (33 U.S.C. §1251, et seq.) which provides for the restoration and maintenance of the chemical, physical and biological integrity of the nation’s water.
31. It will comply with HUD Environmental Standards (24 CFR, Part 51 and 44 F.R. 40860-40866).

32. With regard to wildlife, it will comply with:

- a. The Endangered Species Act of 1973, as amended (16 U.S.C. §1531 et seq.). Federally authorized and funded projects must not jeopardize the continued existence of endangered and threatened species or result in the destruction of or modification of habitat of such species which is determined by the U.S. Department of the Interior, after consultation with the state, to be critical; and
- b. The Fish and Wildlife Coordination Act of 1958, as amended, (16 U.S.C. §661 et seq.) which requires that wildlife conservation receives equal consideration and is coordinated with other features of water resource development programs.

Signing these assurances means that Applicant/Grantee/Sub-Recipient agrees to implement its program in accordance with these provisions. Failure to comply can result in serious audit and/or monitoring findings that require repayment of funds to the State or expending Applicant/Grantee/Sub-Recipient funds to correct deficiencies.

Name of Organization

Signature of Duly Authorized Representative